SENIOR ENLISTED SELECTION BOARDS

BOARD OPERATIONS BRIEF

26 Feb 04

PURPOSE

To provide soldiers with an overview of the board operating procedures for senior enlisted selection boards

DA SECRETARIAT MISSION

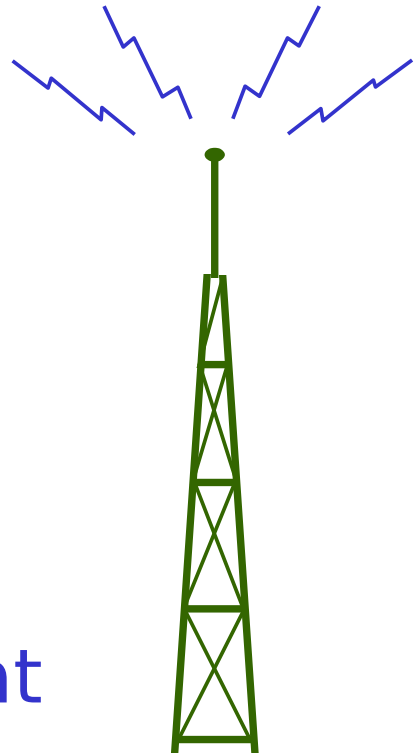
- Conduct the Army's centralized enlisted promotion and school selection system
- Conduct additional board missions as required
- Maintain official photographs for the enlisted force

CENTRALIZED ENLISTED BOARDS

- Selection missions
  - SFC, MSG, and SGM promotion
  - CSM appointment
- Schooling selections
  - ANCOC (in conjunction w/ SFC board)
  - SMC (in conjunction w/ SGM board)
- Additional missions
  - Qualitative Management Program (QMP)
  - Standby Advisory Boards (STAB)

FIELD NOTIFICATION

- PERSCOM Message (zone message)
  - 120 days out
  - Parameters for consideration
  - Administrative instructions
- EREC Message
  - 115, 90, 60 days out
  - Identifies entire zone by name
  - PQR, photo, NCOER not on file at EREC



BOARD PROFILES

BOARD	RECORDS	PANELS	MEMBERS	DAYS
CSM/SGM/SMC	10,000	12	61	23
MSG	22,000	11	66	24
SFC	32,000	11	66	27

BOARD MISSIONS

- Select the BEST QUALIFIED NCO for selection to Master Sergeant
- Conduct QMP screening
- Conduct final QMP board
- Conduct QMP Appeals board
- Conduct Standby Advisory Board (STAB)

BOARD GUIDANCE

- HQDA Memorandum of Instruction (MOI)
- EREC Board Operating Procedures (BOP)
- Briefings/Information
  - EREC
  - Proponent information packets
- Army Regulations

DEVELOPMENT OF BOARD ZONE FILE

NCOER
CURRENT GRADE

DVIS
DESERTER VERIF INFO SYSTEM

DJMS
DEFENSE JOINT MIL PAY SYSTEM

BSH
BOARD SELECT HISTORY

SRTS
SEP RECORDS TRANS SYS

TAPDB
TOTAL ARMY PERS DATA BASE

PQR
PERS QUAL RECORD

25,640

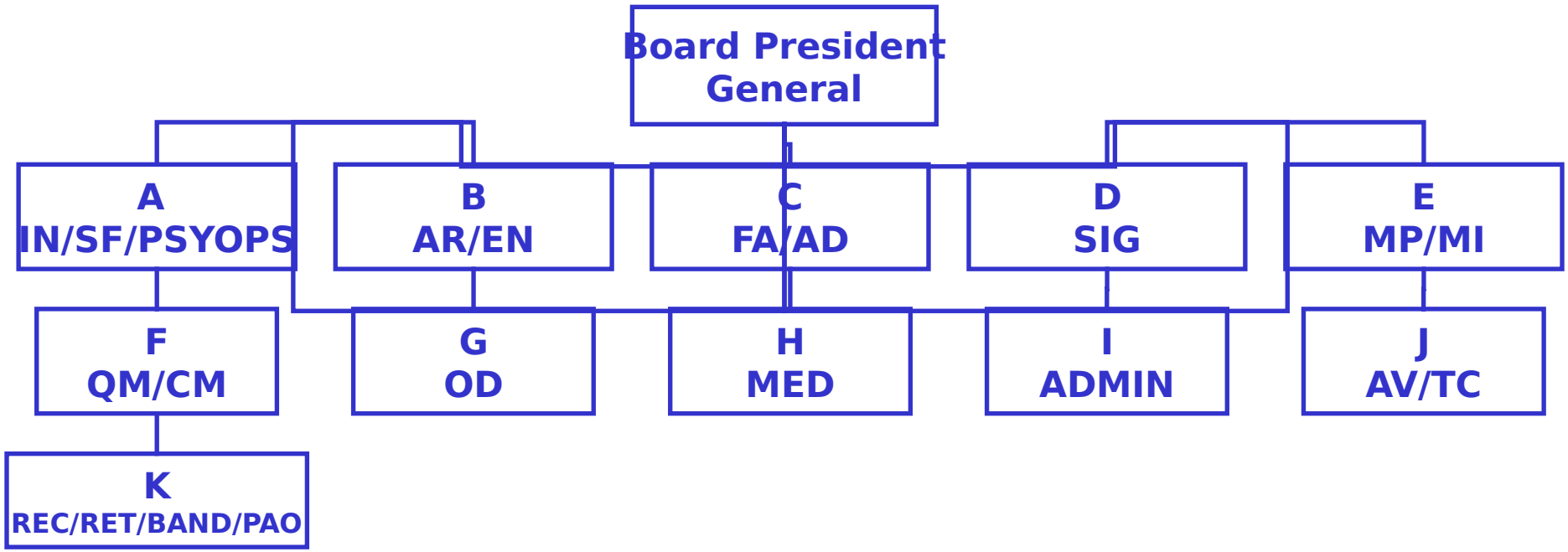
BZF

22,045

BOARD MEMBER SELECTION PROCESS

- Board announcement/field notification
- DAS submits board configuration to DMPP (Army G1) for approval
- Upon approval, PERSCOM membership coordinator sends requirements to Officer and SGM career branches
- DMPP approves board membership roster
- General Officers approved by the Chief of Staff of the Army
- DAS notifies members and issues TDY orders

BOARD ORGANIZATION



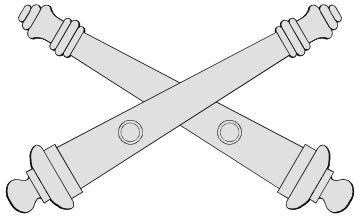
SAMPLE PANEL ORGANIZATION

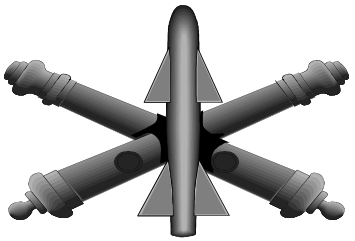
COL -- Field Artillery

LTC -- Air Defense Artillery

2 CSM -- 13

CSM -- 14





Mission: Consider All NCO in CMF 13 & 14

BOARD WORKLOAD

PANEL	# MEMBERS	# RECORDS	# PER DAY W/3 VOTES	# DAYS
A (IN/SF/PSYOP)	8	3527	320	12
B (AR/EN)	6	1722	240	8
C (FA/AD)	5	1667	200	9
D (SC)	5	1638	200	9
E (MI/MP)	6	1856	240	8
F (QM/CM)	8	2679	320	9
G (OD)	7	2273	280	9
H (MC)	4	1283	160	9
I (ADMIN)	6	1904	240	8
J (AV/TC)	5	1647	200	9
K (PA/REC/RET/BAND)	5	1628	200	9

BOARD WORKLOAD REPORT

- Guide for reaching daily voting goal
- First few days of voting = “Learning Curve”
- Indicates records with 3 votes

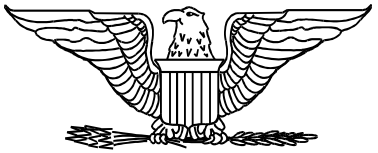
DON’T PUSH THE PANIC BUTTON!

BOARD PRESIDENT DUTIES

- Ensure compliance with MOI & BOP
- Provide guidance
  - Standards
  - Conduct
  - Tone
- Approve panel standards
- AARs
- Outbrief DMPP

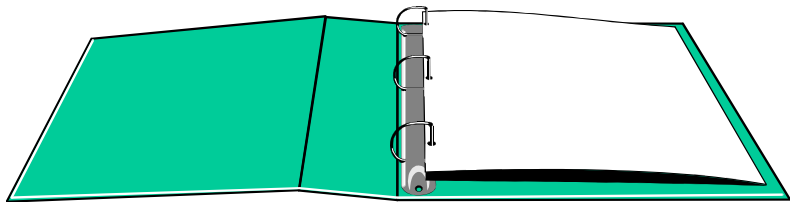
PANEL CHIEF DUTIES

- Voting member
- Ensure panel standards are IAW MOI & BOP
- Vote/Score authority
- Verify OMLs and selects
- Prepare R&As for each CMF
- Provide AAR input
- Ensure compliance with work schedule



INDIVIDUAL BOARD RECORD

- Official Military Personnel File (P-Fiche)
- Hardcopy photograph
- Personnel data sheet



- Personnel Qualification Record (DA Form 2-1/*ERB*)
- Correspondence to the Board President

COMMON DISCREPENCIES

- Missing/outdated photo
- Missing or illegible ERB/2-1
- Missing NCOER
- Height and Weight
- Blank or incorrect PMOS/SMOS/DOR/ BASD
- P3 profile w/no MMRB
- Inconsistent profiles
- Blank/incorrect MIL/CIV Ed entries
- Unauthorized badges, tabs, awards and decorations

OFFICIAL PHOTOGRAPH

- Photo represents the soldier
- Three types
  - Color
  - Black and White
  - Digitized
- Current photo - Regulation requires within last 5 years
- "AWOL" photo - a message to the Board

LETTERS TO THE BOARD PRESIDENT

- DO
  - Be brief, concise and factual
  - Use memorandum format (AR 25-50)
  - Provide info not on OMPF
  - Address the Board President
  - Use SSN
  - Sign memo
- DON'T
  - Use to express grievances
  - Justify past misconduct
  - Boast about yourself
  - Enclose extraneous documents
  - Forget to sign

FAMOUS QUOTES

"I put top priority on commuicatiens, first, because doing a war the whole Army is dependent on good commuications."

"I am writing this letter on begalf...I am presently assigned to a National Gaurd unit....."

FAMOUS QUOTES

"I have got almost two years of college... always a prufessenel."

"It has come to me that certain documents may not be in my official military file. I feel they are detrimental to my military career, and should be part of my official file.

PERSONNEL DATA SHEET (PDS)

- Created by EREC for board use only
- Gives board members a document that is easy to scan and helps assess and review file
- Only document in Individual Board Record that may be written on

PDS - IDENTIFICATION DATA

MSG BOARD

NAME	SSN	RANK	ZONE
LUCKETT, C.	000000000	SFC	PRIMARY

PHOTO DATE	LAST SELECTION DATE
DEC 02	PROM FEB 1999

PDS - QUALIFICATION DATA

QUALIFICATION DATA

PMOS	SMOS	DMOS	BASD	DOB	AGE	DOR	PULHES
11B4V		11B4V	02 AUG1982	04 JUL 63	39	01 FEB1999	111111

MILITARY EDUCATION	CIVILIAN EDUCATION
ADV NCO CRSE GRADUATED	2 YR COLL

PDS - EVALUATION DATA

EVALUATION DATA

GRADE	TYPE	REVIEWER	BEGIN	END	HT/WT			APFT-DT
7	CHANGE OF RATER PLATOON SGT	C	200207	200211	71/184	Y	PASS	OCT 2002
7	CHANGE OF RATER PLATOON SGT	C	200112	200206	71/185	Y	PASS	MAY 2002
7	ANNUAL BN OPS SGT	N	200012	200111	71/188	Y	PASS	AUG 2001
7	ANNUAL BN OPS SGT	C	199912	200011	71/208	N	FAIL	OCT 2000
6	CHANGE OF RATER SQUAD LDR	C	199907	199911	71/186	Y	PASS	OCT 1999

PDS - BOARD COMMENTS

Board Comments Limited To Factual Information In The Board Record

SEE HT/WT NCOER 02/00

LOOKS FAT

1SG X 36 MONTHS

1SG FOR A LONG TIME, MU

BE A GOOD LEADER!

4 MSM

THIS GUY'S HIGH SPEED

2 ART 15s IN CURRENT GRADE

A MUST FOR QMP

********** FOR OFFICIAL USE ONLY - PRIVACY ACT DATA**********

THE RELEASE OF PERSONAL INFORMATION CONTAINED HEREIN IS GOVERNED
PROVISIONS OF AR 340-21, DOD INSTR 6400-11, AND SECTION 662A TITLE 6, US

CONTROLLED RECORDS

- Classification cover sheet
- Categories
  - Black Tags
  - Red Tags
  - John/Jane Doe
- Voted without special consideration

INQUIRIES

- Requested by board member when a discrepancy is found in the record
- Inquiry team requests pertinent information from the field
- Turn-around time is 24 to 48 hours
- Used only when information could impact vote scores

R-FICHE REQUESTS

- Based on contents of the P-Fiche
- Personally submitted to the Board Recorder for research
- Board President reviews information and can veto request w/o further action
- DMPP is final approval authority for release of information to the board

VOTING SYSTEM

	SCORE	PERFORMANCE	RESULT
	6 +/-	Exceptional	Select Now
	5 +/-	Excellent	Definitely Select
	4 +/-	Strong	Should Select
FQ	3 +/-	Successful	Select if Room
	2 +/-	Acceptable	Retain in Grade
	1 +/-	Substandard	QMP Referral

PANEL TRAINING

- Develop panel standards
  - Performance, potential, assignments
  - Military/Civilian education
  - Height, weight & APFT
  - Commendatory and disciplinary
  - CMF/MOS specifics
- Practice vote and refine standards
- Obtain Board President's approval

	Step 1: Determine Base Score			Step 2: Apply the categories and make adjustments to Base Score +/- to determine Final Score						
	ASSIGNMENTS	PERF/LDRSHIP	POTENTIAL	MIL ED	CIV ED	AWARDS & HONORS	APFT HT/WT PHOTO	UCMJ MISCONDUCT	OTHER	
FQ										FQ
6 6 6										+ + +
5 5 5										
4 4 4										N N N
3 3 3										- - -
FQ										FQ
RET										RET
2 2 2										2 2 2
RET										RET
QMP										QMP
1 1 1										1 1 1
QMP										QMP

BOARDWIDE STANDARD OF "1"

VOTE SCORE CONVERSION

RAW SCORE		ABSOLUTE VALUE	RAW SCORE		ABSOLUTE VALUE	
6+	=	18	3+	=	9	
6	=	17	3	=	8	
6-	=	16	3-	=	7	FQ
5+	=	15	2+	=	6	
5	=	14	2	=	5	
5-	=	13	2-	=	4	
4+	=	12	1+	=	3	
4	=	11	1	=	2	
4-	=	10	1-	=	1	

CONVERTED SCORE DEVIATIONS

- Converted score deviation of 6 or more points { 4 (11pts) to 6 (17pts) thus 17-11=6 }
- Brought to attention of Panel Chief
- Voters determine what caused deviation and adjust score(s)
- Panel Chief initials vote sheet
- Must resolve to a minimum 5-point deviation

ORDER OF MERIT LIST

SEQ #	ABS SCORE	SSN	NAME	RAW SCORE
1	54	#	Joe, G.I	6+6+6+
146	28	#	Porter, S	#
147	28	#	Romero, P	#
148	26	#	Young, A	#
149	26	#	Andrews, B	#
150	26	#	Clark, K	#
151	26	#	Harrison, F	#
152	25	#	Hunter, D	#
153	25	#	Best, P	#
154	23	#	Sutcliffe, S	#
FQ 155	21	#	Curtis, D	#
156	20	#	Harding, B	#
157	19	#	Walther, P	#
235	3	#	Krueger, F	1- 1- 1-

SELECT OBJ 150

ORDER OF MERIT LIST

	SEQ #	ABS SCORE	SSN	NAME	RAW SCORE
	1	54	#	Joe, G.I	6+6+6+
	146	28	#	Porter, S	#
B	147	28	#	Romero, P	#
Q	148	26	#	Young, A	#
	149	26	#	Andrews, B	#
	150	26	#	Clark, K	#
	151	26	#	Harrison, F	#
	152	25	#	Hunter, D	#
	153	25	#	Best, P	#
	154	23	#	Sutcliffe, S	#
F	155	21	#	Curtis, D	#
Q	156	20	#	Harding, B	#
	157	19	#	Walther, P	#
	235	3	#	Krueger, F	1- 1- 1-

SELECT OBJ 150

VOTE SCORE ANALYSIS

SCORE	PANEL	VOTER 1	VOTER 2	VOTER 3	VOTER 4	VOTER 5
18	3	0	0	1	1	1
17	0	0	0	0	0	0
16	0	0	0	0	0	0
15	0	0	0	0	0	0
14	8	0	0	4	0	4
13	9	0	0	0	9	0
12	10	0	5	5	0	0
11	25	0	5	5	0	15
10	25	5	5	10	0	5
9	29	9	0	5	10	5
8	28	0	0	9	10	9
7	10	0	0	5	5	0
6	0	0	0	0	0	0
5	0	0	0	0	0	0
4	0	0	0	0	0	0
3	0	0	0	0	0	0
2	0	0	0	0	0	0
1	3	1	0	1	0	1
TOT	150	15	15	45	35	40

HIGH MEAN
VOTERS 2, 5, 3
10.4

LOW MEAN
VOTERS 1, 4, 3
9.6

DIFFERENCE HI - LOW
.8

ORDER OF MERIT LIST

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	1	54	#	Joe, G.I	6+6+6+
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	151	26	#	Harrison, F	#
	152	25	#	Hunter, D	#
	153	25	#	Best, P	#
	154	23	#	Sutcliffe, S	#
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	151	26	#	Harrison, F	#
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	153	25	#	Best, P	#
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SELECT OBJ 150

ORDER OF MERIT LIST

	SEQ #	ABS SCORE		SSN	NAME	RAW SCORE
	1	54		#	Joe, G.I	6+6+6+
	146	28		#	Porter, S	#
BQ	147	28		#	Romero, P	#
	148	83	SEL	#	Young, A	#
	149	84	SEL	#	Andrews, B	#
	150	81	2	#	Clark, K	#
	151	82		#	Harrison, F	#
	152	80		#	Hunter, D	#
	153	85	SEL	#	Best, P	#
	154	23	1	#	Sutcliffe, S	#
FQ	155	21		#	Curtis, D	#
	156	20		#	Harding, B	#
	157	19		#	Walther, P	#
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SELECT OBJ 150

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	148	83 26	SEL	#	Young, A	#	
	149	84 26	SEL	#	Andrews, B	#	
	150	81 26	2	#	Clark, K	#	APS
	151	82 26		#	Harrison, F	#	APS 2
	152	80 25		#	Hunter, D	#	APS 1
	153	85 25	SEL	#	Best, P	#	3
	154	23	1	#	Sutcliffe, S	#	
FQ	155	21		#	Curtis, D	#	
	156	20		#	Harding, B	#	
	157	19		#	Walther, P	#	
	235	3		#	Krueger, F	1- 1- 1-	

SELECT OBJ 150

VERIFICATION ROSTERS

- Based on OML Selects
- Confirmed by Panel Chief
- Used to verify final select rosters

ADDITIONAL BOARD MISSIONS

QMP REFERRAL

- Promotion Zone
  - Majority score of “1” = Automatic Referral
  - Single score of “1” = Revote
    - Majority score of “1” on revote = Referral
    - Single score of “1” on revote = Retain in Grade
- Special Category (QMP consideration only)
  - Three voters per record
  - Yes/No voting method
  - Majority rules

SPECIAL CATEGORY RECORDS

- No high school / GED
- Field bar
- Signed Declination of Continued Service Statement (DCSS)
- ANCOC Non-Graduate
- Special Bandsperson (02S)

FINAL QMP BOARD (1 of 2)

- Mission - Review all referred records and determine if NCO should receive a HQDA directed denial of continued active duty service under QMP
- Review MOIs and refine board-wide standard for a score of “1”

FINAL QMP BOARD (2 of 2)

- Voting process
  - Five members per record using Yes/No voting method
  - Three Yes votes require referral to Board President
  - Board President concurs/non-concurs on QMP referrals
  - HQDA approves results

QMP APPEALS BOARD (1 of 2)

- Mission - Review appeals cases submitted and determine if HQDA directed denial of continued active duty service should be lifted
- Types of appeals
  - Material error in record
  - Improved performance

QMP APPEALS BOARD (2 of 2)

- Voting process
  - Five members per record using Yes/No voting method
  - Three No votes require referral to Board President
  - Board President concurs/non-concurs on referrals
  - HQDA approves results

STANDBY ADVISORY BOARDS

- Initial consideration
- Reconsideration
- Removal

CONCLUDING BOARD ACTIONS

- Certify board results
- Finalize CMF review & analysis (R&A)
- Finalize board AARs
- Conduct pre-briefing and debriefing
- Conduct out-briefing with DMPP
- Recess -- Adjournment

MISSION PHASES

PHASE 1

- PANEL TRAINING
- SET STANDARDS
- RECORD VOTE
- QMP SCREEN

PHASE 2

- OML GREY ZONE VOTING
- IDENTIFY SELECTS

PHASE 3

- CONDUCT STABs
- FINAL QMP
- QMP APPEALS

PHASE 4

- REVIEW AND ANALYSIS
- AFTER ACTIONS REPORT
- OUTBRIEF DMPP

AFTER THE BOARD

- Recorder attests results
- Forward results to DA and PERSCOM
- ODCS, G-1 approves results
- Final results released Army-wide

CHAIN OF COMMAND'S ROLE

- Assign NCOs in PMOS
- Counsel/Mentor for Success - conduct routine counseling to standard
- Recognize Successful *Performance* - track performance counseling - include on the report
- Reinforce that *Performance* in any Grade/Position; key to your promotion
- Educate junior officers, NCOs, and civilian raters on how to effectively use the NCO-ER and counseling forms

PSB/MPD'S ROLE

- Ensure Accuracy and Timeliness of:
  - Submitting OMPF update documents
  - Processing TAPDB updates thru SIDPERS
  - Reporting eligibility changes to EREC

NCO'S ROLE

- Review ERB annually and prior to every board
- Review OMPF annually
- Take photograph every 5 years (minimum) or when photo does not properly represent you - current grade always preferred!
- Submit letter to the Board President if you have *significant information* not already posted in your file

NCO'S ROLE

- A. ALL NCOS ELIGIBLE FOR THIS BOARD MUST LOG ON TO THE EREC WEBSITE AT HTTPS://WWW.HRC.ARMY.MIL. THE PROMOTION FILE ERB IS AN ON-LINE VERSION OF THE HARDCOPY ERB PROVIDING ONLY DATA REVIEWED BY THE BOARD. THE INFORMATION ON THE ERB IS PULLED FROM THE EMILPO DATA BASE.

  B. IF ANY OF THE ERB INFORMATION DISPLAYED IS INCORRECT OR MISSING, THE NCO SHOULD VISIT THEIR SERVICING S-1/PSB/PSC/MPD TO HAVE THE CORRECT DATA SUBMITTED TO UPDATE EMILPO. UPDATED INFORMATION SHOULD BE VIEWABLE ON THE ON-LINE PROMOTION FILE ERB WITHIN 48-HOURS OF SUBMISSION BY THE PERSONNEL OFFICE INTO EMILPO. THE ONLY METHOD OF UPDATING THE ERB IS BY VISITING THE S1/PSB/PSC/MPD. ONCE THE INFORMATION IS CORRECT, NCO'S MUST AGAIN CLICK ON "ERB VALIDATION" TO AUTHENTICATE THEIR ERB. IF CORRECTIONS CANNOT BE MADE FOR SOME REASON, THERE IS A FEATURE TO "VALIDATE WITH ERRORS" AND EXPLAIN THE DISCREPANCY. NCOS SHOULD USE THIS OPTION ONLY AFTER ALL REASONABLE ATTEMPTS HAVE BEEN MADE TO UPDATE THEIR ERB.

  C. IF CHANGES ARE REQUIRED AFTER VALIDATION, CONTACT THE BOARD ELIGIBILITY SECTION VIA EMAIL AT BDSPT@EREC.ARMY.MIL OR DSN 699-3641/3642/3691.

  D. DO NOT SEND HARDCOPY ERB TO EREC.

JUST OUR RECOMMENDATIONS….

- The NCO-ER: without question the most important tool the board members will use to judge your file
- "Excellence" block checks need excellent bullets; *Substantiate with facts - not fluff!*
- Take your DA photo within a year of the board's convene date or for significant change
- Diversity in assignments is important; seek out the "tough" jobs
- Tough assignment + solid ratings = a strong file

EREC INITIATIVES

- OMPF On-Line
- Field-to-File
- Assignment Satisfaction Key (ASK)
- Enlisted Record Brief (ERB)
- Automated Selection Board System (ASBS)

EREC WEB SITE

What is available?

* OMPF On-Line
* ASK (Assignment Satisfaction Key)
* Individual NCO-ER Information
* Date of Last Photo Received at EREC
* Complete Board Information
* Status of NCO-ER Appeals

Implementation Plan

			Select Objective Requirements		
Board	Projected Board Dates	Projected Release Date	Begin Promoting From	Promote Through	Number of months to promote
CY04 SGM	Jun-04	15-Sep-04	Jan-05	Oct-05	10
FY05 MSG	Oct-04	15-Dec-04	Feb-05	Jan-06	12
FY05 SFC	Feb-05	28-Apr-05	Jun-05	May-06	12
FY05 SGM	Jun-05	15-Sep-05	Nov-05	Oct-06	12

Enlisted Force Lifecycle Demographics

Given a starting population of 100 new recruits (3 yr enlistment)

- **83 will be promoted to SPC**
- **49 will be promoted to SGT**
- **27 will be promoted to SSG**
- **13 will be promoted to SFC**
- **3.4 will be promoted to MSG**
- **0.7 will be promoted to SGM/CSM**

Longevity

~33 will not complete initial enlistment

~4.8 will stay for 20 years

~0.03 will stay for 30 years

Career Progression

~0.25 will be BN/BDE CSMs

~0.004 will be DIV/Corps CSMs

ARMY WIDE COMPARISON CY 03 SFC BOARD

DRILL SERGEANT SELECTION

	ARMY WIDE			CURRENT/FORMER DR SGT			
CMF	CON	SEL	%	CON	SEL	%	Δ
CA TOT	10397	3209	31%	799	370	46%	15%
CS TOT	8718	2547	29%	392	223	57%	28%
CSS TOT	15245	4457	29%	571	317	56%	26%
TOTAL	34360	10213	30%	1762	910	52%	22%
PZ	20998	6944	33%	1348	707	52%	19%
SZ	13362	3269	24%	414	203	49%	25%
TOT	34360	10213	30%	1762	910	52%	22%

SOURCE:

- May 03 SFC Summary of Board promotion analysis.
- DS query ran by EREC Jul 03.

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QUESTIONS